BASIC RESUME WRITING TIPS

❑ Use standard 8.5" by 11" white paper

❑ Keep a one-inch margin on all four sides of the page

❑ Don't use any fancy design

❑ Keep sentence short and to the point

❑ Use Italics, bold and capitalize important headlines so they stand out

❑ Use single space within sections

❑ Use double space between sections

❑ Use bullets (●) at the beginning of a list

❑ Proofread for spelling and factual errors

❑ Whenever possible, use numbers to show the size, volume, time, money, effort, or result of the project you worked on